



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Luang Prabang, Lao PDR is seeking an ambitious

Senior Programme Coordinator - Laos PDR

Starting date of position – as soon as possible

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our programme team in Laos needs your support in overseeing and leading the programme management of various education programmes benefitting youth, adolescents and communities in Laos PDR. You will play a vital role in programme development, and management to achieve our organisational objectives.

Your duties and responsibilities include but are not limited to:

Programme development

- Support the development and implementation of our programme strategy in Lao PDR
- Develop and implement programme procedures and departmental strategy with the Country Director, ensuring alignment with Child's Dream's mission and goals

Programme implementation

- Work with the team to create educational plans and activities for scholarship students and the young generation in Lao PDR
- Review and discuss programme activities with the team and the Country Director
- Support the team in preparing programme agreements, budgets, and activity plans
- Provide regular feedback and updates on current or potential programmes to the Country Director
- Assist the team in evaluating and monitoring programme activities and outputs and outcomes in accordance with the M&E plan
- Ensure consistent data collection for analysis and reporting
- Conduct independent field visits in Laos for monitoring, problem solving, and managing programmes
- Lead trainings and programme activities to build capacity among our beneficiaries

Maintain and grow strong network

- Build and maintain strong relationships with different stakeholders
- Facilitate donor visits to showcase our impactful work

We are looking for a person with:

Education and work experience

- A strong interest in working for an NGO and to contribute to our vision and mission
- A bachelor's degree or equivalent education
- Minimum 7 years of related work experience in programme management within the NGO sector, government agencies focused on education, or in a similar role

Hard skills

- Proven knowledge of education context in Laos PDR and Thai Northeastern and Laos boarder areas
- Advanced knowledge in project cycle management and budgeting
- Solid IT skills (MS Word, Excel, Power point, E-mail)

Soft skills

- Demonstrated leadership experience
- Willingness to mentor and train team members
- Demonstrate the ability to accept, implement, and provide constructive feedback
- Ability to make sound decisions and resolve conflicts
- Excellent communication and interpersonal skills
- Great attention to detail and a critical mind
- Excellent organisational and time-management skills

Language skills

- Proficiency in Laotian or is required
- Proficiency in written and verbal English language

Other requirements

- Willingness and ability to travel frequently
- A driving license

What we offer:

- A full time position in our office in Luang Prabang, Lao PDR with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The salary will be determined based on relevant work experience, skills, and knowledge, with additional monetary and non-monetary benefits provided

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to vilayphone@childsdream.org.

The application deadline is **15th March 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.